

Tennessee Department of Education

Office of Family Literacy Programs

The Attributes and Indicators of a Fully Implemented Even Start Project

Applicant Even Start projects must submit, with their requests for funding, concise narrative descriptions of the services and activities they propose to offer. These services and activities are required to comply with the William F. Goodling Even Start Programs Statute. (You can refer directly to the law at <http://www.ed.gov/legislation/ESEA02/pg6.html> .) The 11 attributes shown here, and their respective indicators, comprise the standards each Even Start site must propose to meet in its application for funding and must fully meet once it is operational.

Attribute 1. Recruits Target Population

- a) Describe target populations and target capacity (number of families).
- b) Write a Recruitment Plan, including multiple recruitment methods and strategies.
- c) Write a Retention Plan, including a follow-up system.

Attribute 2. Identifies and Serves Families Most in Need

- a) Write a definition of “neediest families” that complies with the Even Start statute.
- b) Estimate how many participants you expect to serve, at child, parent, & family levels.
- c) Describe the sources from which you expect to get participant referrals.
- d) Describe how your intake process will work.

Attribute 3. Screens, Assesses and Prepares Family Members for Full Participation

- a) How will you screen, assess, and prepare adults for full participation in Even Start?
- b) How will you screen, assess, and prepare children for full participation in the program?
- c) How will you screen, assess, and prepare for full participation in PACT (parent and child time) and Parent Education?

Attribute 4. Provides Flexibility of Program and Identifies Support Services

- a) Show that your site’s location promotes full participation by parents and children.
- b) Show that your site’s schedule promotes full participation by parents and children.
- c) Describe the support services you will offer, including childcare and transportation.

Attribute 5. Insures Programs of High Quality, Intensity and Duration of Services for Participant Families (Parent and Child)

- a) Describe how your program will provide quality adult educational programs based on diagnostic assessment and individual criteria.
- b) Describe how your program will provide quality early childhood education, especially in the areas of:
 - ❖ Developmentally appropriate practices.
 - ❖ Instructional methods that utilize scientifically based reading research.
 - ❖ Reading readiness which is specific to ECE programs/services.
- c) How will you integrate the four components of Even Start into individual and family achievement plans?
- d) Demonstrate strategies that encourage **attendance, longevity and retention** using the following monthly schedule:
 - ❖ Adult Literacy/Adult Basic Education (60 hours / month).
 - ❖ Developmentally Appropriate Early Childhood Education (80 hours / month).
 - ❖ Parenting Education (10 hours / month), and
 - ❖ Parent and Child Time (PACT) (10 hours / month).
 - ❖ Home Visits (minimum 1 hour / month).

Attribute 6. Assures that All Staff Meet Minimum Qualifications as Specified in Even Start Family Literacy Program, Tennessee Application Guidance

- a) Provide an on-going staff development and training plan.
- b) Write clear job descriptions for each position.
- c) Show evidence that all staff have appropriate credentials.

Attribute 7. Provides Home-Based Instructional Support Services (at least one hour per month recommended)

Attribute 8. Provides Year-Round Services, Including a Summer Program that Provides Instruction and Enrichment

Attribute 9. Establishes Collaborations with other Agencies and Services

- a) Write a plan that show how you will include other programs supported by the Elementary and Secondary Education Act (ESEA) Title I; adult education; Individuals with Disabilities Education Act; Workforce Investment Act of 1998; Head Start; and other local programs, both public and private?

- b) Include written letters of support from both applicant partners as well as each collaboration partner.

Attribute 10. Assures that Independent Evaluations Will Be Conducted Using the Tennessee Even Start Continuous Quality Evaluation System and the Tennessee Even Start Web-Based Data Collection System. *(Agencies with proposals awarded funding will receive appropriate information and training.)*

- a) Select and contract with an independent evaluator you choose from the Tennessee Department of Education approved evaluator list.

Attribute 11. Demonstrates a Pattern of Positive Outcomes

- a) In adult literacy, demonstrate achievement in:
 - ❖ reading, writing, problem solving, and numeracy.
 - ❖ attainment of high school diplomas or GEDs.
 - ❖ entry into post-secondary and/or technical education programs.
 - ❖ career advancement and success in the workplace.
 - b) In child development, demonstrate that:
 - ❖ instruction is grounded in scientifically-based reading research.
 - ❖ pre-literacy skills and reading readiness, as well as other academic and social skills, can be demonstrated by pre- and post-testing.
 - c) In parenting skills, show that
 - ❖ parents regularly teach and read with their children.
 - ❖ parents become involved in their children's education.
 - ❖ parents function on a better understanding of child development related issues.
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